



## **Membership Policy and Procedure**

### **1. PURPOSE**

- 1.1 This Policy complies with Section 1.4 of the Community Radio Broadcasting Codes of Practice effective 23rd October 2008, and Section 3 of the Rules (Constitution) of Barossa Broadcasting Incorporated (hereinafter referred to as the Association), effective 1st March 2020.
- 1.2 This Policy outlines:
  - a) the procedure for managing Membership and Volunteering applications
  - b) the rights and responsibilities of financial members within the organisation
  - c) the rights and responsibilities of the Association to financial members
  - d) the principles of financial membership.
- 1.3 This Policy should be read in conjunction with policies of the Association relating to internal conflict and complaints from our members.

### **2. MEMBERSHIP AND VOLUNTEERING APPLICATION MANAGEMENT**

- 2.1 Membership of the Association is open to any natural person upon submission to the Board of the completed Application for Membership and Volunteering form, the current form as determined appropriate by the Board.
- 2.2 A person shall not become a Member until their application is approved by the Board, and the correct Membership Fee is received by the Association.
- 2.3 A member shall have the right to one vote at any Meeting of the Association on every issue that may arise.
- 2.4 It is a requirement of the Association that all regular Volunteers, ie Volunteers who are assigned specific duties in support of the management and operation of the Association, will be financial Members of the Association.
- 2.5 On receipt of a completed Application for Membership and Volunteering:
  - a) the applicant will be contacted to arrange an interview which will be conducted by two Association Members appointed by the Board of the Association; the purpose of this interview is to determine how the applicant's skills and experience can contribute to the management and operation of the Association
  - b) after the interview, the application will be tabled for consideration at the next meeting of the Board
  - c) Applicants will be advised of the outcome of the Board's decision within seven days of the Board meeting, including details of the volunteering duties available
  - d) If successful, the Applicant will be required to pay the annual membership fee prescribed by the Board
  - e) On payment of the membership fee, the Applicant will become a Financial Member of the Association, and will be required to undergo induction and training aligned to the volunteering duties they will perform.

**3. REFUSAL OF AN APPLICATION FOR MEMBERSHIP AND VOLUNTEERING**

- 3.1 The Board may refuse an application for membership and must provide a reason for that refusal. Examples of fair and reasonable criteria for rejecting an application for membership include, but are not restricted to:
  - a) Reasonable grounds to believe the applicant:
    - i. Would not abide by the Association’s rules and objects
    - ii. Would not abide by the Community Radio Broadcasting Codes of Practice
    - iii. Would pose a security risk to members, property, or premises
  - b) The applicant has been convicted of a serious offence.
- 3.2 A person whose application is rejected by the Board has the right to appeal that decision at the next Meeting of the Association. If a Simple Majority of members present at that meeting support the appeal, then the person shall become a member.

**4. EXPULSION OF A MEMBER**

- 4.1 The Board may expel any member for reasons determined by the Board following the appropriate investigation and disciplinary process, and the Board must provide a reason for that expulsion.
- 4.2 Any member who is expelled from Membership of the Association shall have the right to appeal that decision at the next Meeting of the Association. If a Simple Majority of members present at that meeting support the appeal, then the decision to expel the member shall be revoked.

**5. RESIGNATION OF A MEMBER**

- 5.1 A Member may only resign from The Association by advising the Board in writing. At its next meeting, the Board will direct the Secretary to remove the name of that Member from the Register of Members. Resignation by a member does not release them from any pre-existing obligations to the Association they had prior to their resignation.

**6. MEMBERSHIP ANNUAL FEES**

- 6.1 Annual membership fees shall become due on the first day of May and the Secretary shall send Written Notice to all members before the first day of April. If a member does not pay the annual membership fee prior to the first day of June they shall cease to be a Member and their name shall be removed from the Register of Members.
- 6.2 The Board may not refuse to accept the payment of a membership fee from an existing Member.
- 6.3 Membership Fees effective from 8<sup>th</sup> September 2024 are:
  - Non-Concession..... \$40.00
  - Concession ..... \$30.00
- 6.4 Concession Membership Fee is available to holders of an Australian Government Concession Card.

**7. RIGHTS AND RESPONSIBILITIES OF FINANCIAL MEMBERS OF THE ASSOCIATION**

7.1 The rights and responsibilities of Financial Members of and to the Association, and the rights and responsibilities of the Association to Financial Members, will be appended to the Membership and Volunteering Application form, and this information is attached to this Policy as Appendix A.

<b>Amendments to this Policy</b>		
<b>Date Approved</b>	<b>Item Number</b>	<b>Details of Amendment</b>
7 <sup>th</sup> October 2020	Full Policy	Adoption of this Policy in its entirety
18 <sup>th</sup> September 2024	Full Policy	Changes to Membership fees

## APPENDIX A

### Membership and Volunteer Expectations and Responsibilities

#### Member and Volunteer Expectations and Responsibilities

As a BBBfm 89.1 Member and Volunteer, you can expect that you will:

- be treated with respect & dignity.
- be assigned to appropriate tasks, taking into account personal preferences, temperament, abilities, education, skills and training.
- receive sound guidance & direction.
- have access appropriate induction & training.
- be provided with open access to the Association's policies and guidelines.
- receive explicit, open and clear communication from the Association's Board and Committee Co-Ordinators and/or relevant team members.
- be provided with information about any new developments within the Association.
- experience a safe and welcoming environment.
- be covered by public liability insurance.
- have the opportunity to participate in quality assurance programs to assist with increased learning.

As a BBBfm Member and Volunteer, it is expected that you will:

- be mutually respectful in dealings with all other station members, volunteers and guests.
- maintain a professional attitude towards your work for BBBfm 89.1.
- give equivalent effort and service while representing BBBfm 89.1, to that which could be reasonably expected of a paid worker in relation to reliability, punctuality, presentation, honesty and productivity.
- be productive in output and willingly ensure adherence and commitment to an inclusive and proactive culture, and the Association's policies and procedures.
- notify the appropriate Team Convenor if unable to meet a scheduled commitment.
- undertake all training offered to assist with your increased learning.
- treat BBBfm 89.1 equipment with due care and immediately notify the Technical Convenor of any faults or issues regarding equipment.
- ensure BBBfm premises are clean and tidy at all times, by assisting with housekeeping, including dusting and vacuuming.
- faithfully and honestly represent BBBfm 89.1's values and objectives as a community broadcaster when representing the station in the broader community.
- respect the confidentiality of information accessed while volunteering at BBBfm 89.1.
- abide by directions issued to volunteers by the Association's Board.
- maintain your Association financial membership for the duration of your volunteer work.
- adhere to Broadcast Law and not accept gifts or inducements from a third party for services rendered.
- as a Programme Presenter, join the BBBfm Presenters (closed) Facebook page, and actively contribute to content, and take advantage of online training and other opportunities presented therein.